

ROCKY FLATS PLANT
EMD ADMINISTRATION
PROCEDURES MANUAL

CATEGORY 1

Manual No.: 3-21000-ADM
Procedure No.: Table of Contents, Rev 4
Page: 1 of 4
Effective Date: 06/19/92
Organization: Environmental Management

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ENVIRONMENTAL MANAGEMENT DEPARTMENT
ADMINISTRATIVE PROCEDURES MANUAL

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ADMIN RECORD

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By [Signature]

Date June 30, 1992

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TRAINING

3-21000-ADM-02.01
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ENVIRONMENTAL MANAGEMENT DEPARTMENT ADMINISTRATIVE PROCEDURE MANUAL

NOT RELATED TO
PLANT SAFETY

Approved By:

Category 1
EFFECTIVE:

M. B. Am... 6/17/92
Director, Environmental Management Date

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1. PURPOSE

This procedure specifies the method for personnel indoctrination and training to assure that personnel selected to perform EM Department quality affecting activities have education, experience, and training commensurate with the minimum requirements specified in a position description.

2. SCOPE

These requirements apply to all personnel performing or managing departmental activities affecting quality, health and safety, and environmental protection (e.g., hazardous waste site workers in 29 CFR Part 1910.120, EG&G radiation safety training). It specifically applies to EG&G personnel and subcontractors.

3. TERMS/DEFINITIONS

The following definitions are provided in addition to those that appear in Appendix A of the EM Department QAPD.

- 3.1 Indoctrination - Information provided to personnel to familiarize them with their tasks, work environment, and work requirements.
- 3.2 Training - Instruction provided to personnel to develop proficiency in the application of selected requirements, methods, and procedures; and to adapt to changes in technology, methods, or job responsibilities. Training, as opposed to indoctrination, includes demonstration of proficiency.
- 3.3 On-the-job training (OJT) - Training through performance of a specific job function under the supervision of a qualified OJT instructor.
- 3.4 Briefing - Informal training session performed by a subject matter expert.
- 3.5 Formal Training - Training presented by a qualified instructor in accordance with an approved training plan by Performance Based Training (PBT).

- 3.6 Required Reading Assignment - Reading/study of the current (and subsequent) revision(s) of applicable regulations, codes, standards, workplans, procedures, etc.
- 3.7 Instructor - Individual responsible for conducting briefings or formal training.
- 3.8 Instructor (OJT) - Individual responsible for conducting or supervising on-the-job training.

4. RESPONSIBILITIES

- 4.1 The Director, EM Department is responsible for ensuring that only properly indoctrinated and trained personnel are authorized to perform EM Department quality-affecting activities.
- 4.2 Division Managers are responsible for ensuring personnel are adequately qualified, indoctrinated, and trained prior to performing activities affecting quality and specifically identifying training needs.
- 4.3 The EM Department Quality Assurance Program Manager (QAPM) is responsible for developing and maintaining an EM Department QA Orientation Program that provides an introduction to the policy and philosophy of Department quality-related activities and an overview of the EM Department QAPD and associated implementing procedures. The QAPM is also responsible for developing and maintaining a Training Plan Preparation Guide for formal training, and approving training plans for use. The QAPM interfaces with Division Managers and the EM Training Coordinator, and monitors the effectiveness of QA training.
- 4.4 The EM Training Coordinator is responsible for preparing training assignments, coordinating briefings and formal training presentations within the division, and for maintaining personnel training records as Quality Records in accordance with EM Department administrative procedure 3-21000-ADM 17.01, Records Management. The EM Training Coordinator provides primary interface with PBT.

4.5 Instructors and OJT Instructors are responsible for preparing training plans (as necessary) for formal training sessions, and for presenting briefings, formal training, and OJT as assigned.

4.6 Performance Based Training (PBT) is responsible for qualification of instructors and OJT instructors, approval of training plans (or equivalent documentation), and supporting the implementation of EM training.

5. PROCEDURE

Instructors providing personnel training per this procedure shall be qualified in accordance with the requirements of PBT and EM Department administrative procedure 3-21000-ADM 02.02, Personnel Qualification.

5.1 Documentation of Education, Previous Experience and Competency

5.1.1 Prior to assigning personnel to perform quality affecting activities, the appropriate Division Manager or designee shall document that personnel have the appropriate education and experience for the work they are to perform. The documentation must provide the following information and be sufficiently recent to substantiate the current assignment:

1. Education (e.g., degree and major);
2. Work experience (employer and major responsibilities);
3. Licenses and certifications;
4. Related training and qualifications (e.g. Appendix 2);
5. Applicable dates associated with the above information.

NOTE

Documentation may be in the form of a recent resume, Position Information Questionnaire (PIQ), a list compiled and signed by the responsible staff member, or other form of written documentation that furnishes the above information.

- 5.1.2 The education, previous experience, and competency documentation shall be forwarded to and maintained by the EM Training Coordinator.

5.2 Quality Assurance Orientation

- 5.2.1 The EM Department QAPM shall develop and maintain an EM Department QA Indoctrination Program that provides an introduction to the policy and philosophy of Department quality-related activities and an overview of the EM Department QAPD and associated implementing procedures.
- 5.2.2 The appropriate Division Managers shall ensure that all newly hired personnel attend an EM Department QA program indoctrination session.
- 5.2.3 An attendance list (e.g. Appendices 3 and 4) shall be used to document completion of the QA program indoctrination. This attendance list shall be maintained by the EM Department Training Coordinator.

5.3 Indoctrination

- 5.3.1 Prior to assigning personnel to perform quality-affecting activities, the personnel shall be indoctrinated to the purpose, scope, methods of implementation, and applicability of the following documents (including changes thereto), as they relate to the work to be accomplished:
1. EM Site-Wide QAPjP (applicable only to personnel supporting remediation activities);
 2. EM Department QAPD;
 3. Workplans;
 4. Implementing procedures and instructions;
 5. Regulations, codes, standards, and other documents as necessary.
- 5.3.2 Indoctrination requirements shall be assigned by the appropriate Division Manager by the use of a required reading assignment, attendance at group classroom presentations, by video presentation, and/or other instructional methods as

appropriate. The required indoctrination should be assigned by memo or similar means (e.g., see Appendix 2) and signed by the person receiving the indoctrination upon its completion (e.g., Appendices 2, 3, or 4) to indicate that the specified procedures, regulations, and documents are understood. The signed memo or other document shall be returned to the appropriate EM Training Coordinator.

5.4 Training

5.4.1 Identification of Required Training

5.4.1.1 Each Division Manager shall identify (e.g., Appendix 2) individuals required training. Individuals' training shall include:

1. Their own job requirements (including technical objectives);
2. Organization;
3. EM Department QAPD;
4. Applicable codes, standards, and procedures (technical and administrative);
5. Training required by PBT.

Appendix 1 provides guidance on the selection of training methods.

NOTE

The EM Training Coordinator can, upon request, provide a summary of previous training for each staff member for use in identifying required training.

5.4.1.2 The Division Manager forwards the training requirements to the EM Training Coordinator.

5.4.1.3 The Division Manager shall select qualified instructors to prepare and present briefings, OJT, or formal training (if the formal training is not

already offered as a regularly scheduled EG&G course). The Division Manager shall notify EM Training Coordinator of this training.

5.4.1.4 The Division Manager shall ensure submission of the attendance list (e.g., Appendix 3) for the training to the EM Training Coordinator. This shall include associated proficiency verification.

5.4.1.5 The Division Manager shall assign appropriate offsite training. Copies of applicable training certificates and course descriptions shall be sent to the EM Training Coordinator upon completion of the course.

5.4.2 Assignment of Training

5.4.2.1 The EM Training Coordinator shall prepare a Mandatory Training Assignment form (Appendix 5) based on the Division Manager's input and shall transmit the assignment to the person requiring training for completion.

NOTE

The Division Manager has the option of requesting that specific technical training be waived for individuals who have an acceptable level of proficiency based on previous experience or training. The processing of waivers is discussed below.

5.4.3 Training Waivers

5.4.3.1 Waivers are not permitted for the required minimum training discussed in 5.2 and 5.3.1

NOTE

This waiver may address changes in proficiency testing rather than changes in training requirements.

5.4.3.2 The Division Manager shall:

1. Complete the Training Waiver form (Appendix 6);
2. Attach or reference documented evidence of equivalent training or previous experience on the Training Waiver form (e.g., certificates of completion, attendance sheets, etc.);
3. Obtain approval of the waiver as indicated on the form; and
4. Forward the Training Waiver form to the QAPM for review prior to transmittal to the EM Training Coordinator for entry into the individual's training records.

5.4.4 Briefing Sessions

5.4.4.1 If assigned training is in the form of briefing(s), the Instructor shall use the Briefing Documentation form (Appendix 4) to provide a concise description of the content of the briefing; document the briefing attendance on the form; and forward the Briefing Documentation form to the EM Training Coordinator.

5.4.4.2 The EM Training Coordinator shall distribute copies of the Briefing Documentation form to each of the trainee's training files to document their attendance.

5.4.5 Formal Training

5.4.5.1 Training Plans

A file of previously developed EM Department training plans shall be maintained by the EM Training Coordinator. If none of the training plans on file are appropriate for the

training, the assigned Instructor shall be responsible for:

1. Completing a training plan in accordance with the Training Plan Preparation Guide (see the EM Training Coordinator).
2. Obtaining the reviews and approvals identified on the training plan.
3. Submitting the original training plan to the QAPM.
4. Submitting the approved copy of the training plan to the EM Training Coordinator.

If an appropriate training plan is already on file with the EM Training Coordinator, the assigned Instructor shall obtain the training plan and review the training plan for content.

5.4.5.2 Conducting Formal Training

The assigned Instructor shall coordinate with the EM Training Coordinator to:

- schedule training;
- present the training in accordance with the training plan;
- provide a Training Attendance form (Appendix 3) for trainees to sign to obtain credit for attendance; and
- return the completed Training Attendance form to the EM Training Coordinator.

5.5 Annual Evaluation of Training Status

- 5.5.1 After initial indoctrination and training, the status of personnel training shall be evaluated annually by each Division Manager.
- 5.5.2 If the results of the annual training evaluation indicate that the individual's training needs to be updated, a new Training Assignment shall be issued and the training brought up to date in

accordance with the requirements of this procedure. Such personnel shall not be authorized to perform quality affecting activities for which their training has lapsed.

- 5.5.3 As documents and procedures are revised or new documents or procedures issued, personnel shall be trained in the latest revisions in accordance with the requirements contained in this procedure.

5.6 Subcontractor Personnel Indoctrination and Training

- 5.6.1 Subcontractor personnel indoctrination and training shall be equivalent to that required for EG&G personnel.

- 5.6.2 It is the responsibility of EM Department personnel procuring subcontracted services to include any applicable indoctrination and training requirements in the scope of work.

5.7 Records

Indoctrination and training records shall be maintained as Quality Records by the EM Training Coordinator in accordance with EM Department administrative procedure 3-21000-ADM 17.01, Records Management and original(s) transmitted to PBT where required by applicable EG&G procedures.

6. REFERENCES

- 6.1 EM Department Administrative Procedure 3-21000-ADM 2.02, Personnel Qualification.
- 6.2 EM Department Administrative Procedure 3-21000-ADM 17.01, Records Management.
- 6.3 EM Department Quality Assurance Program Description (QAPD).
- 6.4 EM Department Site-Wide Quality Assurance Project Plan.

APPENDIX 1
GUIDELINES FOR IDENTIFYING TRAINING METHODS

Formal Training should be used when large amounts of detailed information must be presented, or, when feedback in the form of discussion or examination is desired to ensure that the trainee(s) adequately understand the presentation.

The following cases are examples of when formal training should be used:

- QA program training for projects with extensive exceptions to the EM Department QAPD or QAPjP, or with more rigorous requirements imposed.
- A complex technical procedure when the trainees are not familiar with the background and methods used in the procedure.

Briefings should be used when the material to be presented is not large enough or complex enough to warrant formal training, but which requires instructor input to ensure that the trainees adequately understand the subject.

The following cases are examples of training which may be presented using briefings:

- For training meant to be an overview of a topic rather than detailed instruction;
- For training to a new revision to a procedure with which the trainees are familiar.

On-the-job training should be used when the trainee is required to demonstrate proficiency in a process or skill or when supervised experience in the process is necessary prior to allowing the individual to work independently (e.g., training which concerns the use of a specialized piece of test equipment).

Required reading assignments may be used as the sole method of training when the topic is adequately addressed in an existing document and can be understood by the trainee without instructor input (e.g., technical procedures which use methods which the trainee is familiar with).

**APPENDIX 3
TRAINING ATTENDANCE FORM**

ENVIRONMENTAL MANAGEMENT DEPARTMENT

TRAINING ATTENDANCE

Page ____ of ____

Date _____

Training Plan Number _____ Revision _____ Date _____

Training Plan Title _____

Overall Course Time _____ Retraining Date _____

Signature	Printed Name	Payroll Number

Conducted By _____ (Signature) _____ (Print Name)

_____ (Payroll Number) _____ (Date)

☐ Check to obtain instructor credit for attendance (first time presented only).

**APPENDIX 4
BRIEFING DOCUMENTATION FORM**

ENVIRONMENTAL MANAGEMENT RESTORATION

BRIEFING DOCUMENTATION FORM

Page _____ of _____
Date _____

Project Description _____
Briefing Title _____
Briefing Description _____

Signature	Printed Name	Payroll Number

Conducted By _____ (Signature) _____ (Print Name)

_____ (Payroll Number) _____ (Date)

☐ Check to obtain instructor credit for attendance (first time presented only).

Approved by Cognizant Manager _____ (Signature) _____ (Date)

**APPENDIX 5
MANDATORY TRAINING ASSIGNMENT FORM**

MANDATORY TRAINING ASSIGNMENT

NAME: _____ **EMPLOYEE #** _____

DEPT: _____ **BLDG #** _____

You have been scheduled to attend
at the time and location shown below. If you are unable to attend, please notify Barbara
Cantwell, EM/RIMD, X 8718 as soon as possible, so that the class time can be utilized for
another employee, and arrangements can be made to reschedule.

YOU'RE CLASS SCHEDULE:

CLASS: _____

DATE: _____ **BUILDING:** _____
TIME: _____ **ROOM:** _____

Name	Employee #	Course Number	Date
------	------------	---------------	------

YOU **MUST COMPLETE** THIS FORM BY CHECKING THE APPROPRIATE SPACE BELOW
AND FOLLOWING THE INSTRUCTIONS:

_____ I did attend the above class.

Tested successfully? ☐ YES ☐ NO

Have the instructor sign this form in the space provided below. To insure proper credit for
training and avoid unnecessary rescheduling, this form must be returned within 2
working days after the class is completed.

Instructor signature

Date

_____ I did not attend the above class.

Give reason for not attending in the space provided below.

Return completed form to: B. A. Cantwell, RIMD, Interlocken, Cube # 161, X 8718

**APPENDIX 6
TRAINING WAIVER FORM**

ENVIRONMENTAL MANAGEMENT DEPARTMENT

TRAINING WAIVER FORM

NAME _____
(Last) (First)

EMPLOYEE NUMBER _____

COURSE NO. _____

COURSE TITLE _____

JUSTIFICATION FOR WAIVER (Attach or reference documented evidence of equivalent training or previous experience to this form)

Submitted by
COGNIZANT DIVISION MANAGER

(Signature) (Date)

Approved by
EM DEPARTMENT QAPM

(Signature) (Date)

Filed by
DIVISION TRAINING COORDINATOR

(Signature) (Date)